

Hacettepe University
 Faculty of Letters
 Department of English Language and Literature

SYLLABUS

Title of the Course: IED 134 (02) Study Skills and Research Techniques

Year and Term: 2017-2018 Spring

Class Hours and Classroom: Monday 09:00 – 11:50 and B2 / 204

I. Aim and Contents: The aim of this course is to help students develop effective study skills such as reading, skimming, note taking, revising, studying for exams and tips for success in exams and to teach the students the necessary steps of research and writing a paper, which include selecting a topic, using the library, compiling a working bibliography, taking notes, avoiding plagiarism, preparing an outline and writing a well-organised, adequately supported research paper.

II. Course Outline:

Week 1 (Feb. 12th): General Introduction to the course. (The instructor is in Canada. Please, **Attend the I-01 Class**)

Week 2 (Feb. 19th): What is Research? Study skills: reading, skimming, scanning, note taking. Workshop-1

Week 3 (Feb. 26th): Exam skills. How to use Microsoft Word. Choosing a topic and narrowing the topic. The Thesis statement.

Week 4 (March 5th): Writing thesis statements. The outline. Preparing a formal outline. Workshop-2

Week 5 (March 12th): MLA (Modern Language Association) format, kinds of academic resources, citation reference format. Compiling a working bibliography. Workshop-3

Week 6 (March 19th): MLA (Modern Language Association) format. Building effective paragraphs. Workshop- 4

Week 7 (March 26th): Mid-Term Exam – **Submission-1: Thesis Statement**

Week 8 (April 2nd): Avoiding Plagiarism. Taking notes, preparing note cards. Feedback for thesis statement. Workshop-5

Week 9 (April 9th): The format of a research paper. Preparing works cited. Documentation. Working bibliography and note cards for evaluation. Workshop-6

Submission-2: Outline

Week 10 (April 16th): Mechanics of Writing: punctuation, quotations, use of dates, numbers, titles. Deadline for the submission of 1st draft for peer review. Workshop-7

Week 11 (April 23rd): **Holiday**

Week 12 (April 30th): Class work and assignments. Workshop-8.

Week 13 (May 7th): **Deadline for the submission of the Final Paper.** Workshop-9

Week 14 (May 14th): **General Evaluation** Workshop-10

*There may be changes to the course outline.

III. Textbooks:

Bennett, Andrew, and Nicholas Royle. *This Thing Called Literature: Reading, Thinking, Writing*. London and New York: Routledge, 2015. Print.

Gibaldi, Joseph, ed. *MLA Handbook for Writers of Research Papers*. 7th ed. New York: The Modern Language Association of America, 2009. Print.
 Hacker, Diana, and Nancy Sommers. *The Bedford Handbook*. 8th ed. New York: Bedford St. Martins, 2010. Print.

IV. Method of Instruction: The course will be conducted through lectures, class discussion, workshops, individual and group work.

V. Requirements: There will be a visit to the library for orientation. The students will carry out extensive research at Beytepe and other libraries like Bilkent Library, METU Library, and National Library.

Each student will determine the topic for her/his research paper and will be responsible for conducting her/his own research project. The research paper will be in MLA format and maximum 6 pages double-spaced. Writing the final draft of the project and an in-class exam will be evaluated as the final exam and marks below 50 in the final exam will be regarded as failure.

VI. Attendance: Attendance is compulsory. More than 11 (eleven) hours of absence will result in F1. Punctual attendance is required at every class meeting.

VII. Assessment: There will be one mid-term, one final paper (max. 6 pages excluding Works-Cited page/s), and one final exam. Class work, assignments and research tasks will be also marked. In the grading of the examination papers and research paper, up to 25% of the total mark will be taken off for grammatical and writing mistakes. The assessment will be made on the following basis:

Mid-Term	20%
Class work, assignments, participation	15%
Outline and first draft	15%
Final Exam	20%
Final Paper	30%

VIII. Electronic Resources and Suggested Reference List: *Ebrary, Proquest, JSTOR, Literature Resource Center – Thomson Gale Group, OECD ILibrary, Oxford University Press Journals, Project Muse, Taylor & Francis Online,*

www.mla.org

<http://www.library.cornell.edu/resrch/citmanage/mla>

http://bcs.bedfordstmartins.com/resdoc5e/RES5e_ch08_s1-0011.html

<https://owl.english.purdue.edu/owl/resource/747/01/>

<http://library.williams.edu/citing/styles/mla.php>

<http://rdc.libguides.com/mla>

http://www.mlahandbook.org/fragment/public_index

IX. Plagiarism and Cheating: This will be referred to the Chair and result in a straight F3.